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# Disadvantage Funding and 16-19 Bursary Policy

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Review Date: Autumn 2022

Policy reviewed by Headteacher  
September 2019

Signed

R Higgins  
Headteacher

THE BLUE COAT SCHOOL  
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## PART 1 – Disadvantage Funding General Information

### 1. Allocation

On an annual basis:

- an allocation from the Student Support Fee will be approved by the Headteacher to assist with the inclusion of students suffering financial hardship, known as the Disadvantage Fund.
- an allocation of funds to support sixth form students in financial hardship, known as the 16-19 Bursary Fund is provided by the Department for education.

### 2. Rationale

To enable the school to use available resources to the maximum benefit of pupils most in need and ensure that core enrichment opportunities are available to all.

### 3. Responsibilities

- 3.1. It is the responsibility of all staff to ensure that enrichment opportunities are available to all young people, and that these should not be dependent on parental wealth.
- 3.2. It is the responsibility of the Headteacher to administer the policy on the Disadvantage Fund with the support of relevant staff in school.
- 3.3. It is the responsibility of named Senior staff to ensure that intelligence about children in social, financial hardship is gathered so that no child slips through the net. It is also the responsibility of named Senior staff to monitor that take-up and participation of enrichment activities are monitored to ensure they are inclusive.

Mr M. Anderson	Deputy Headteacher
Miss J. Rothwell	Director of Learning Year 7
Mr J. Thompson	Director of Learning Year 8
Mrs S. Mason	Director of Learning Year 9
Mr R. Clewer	Director of Learning Year 10
Mr T. Keane	Director of Learning Year 11
Miss J. Chapman	Director of Learning Year 12
Miss H. Elliott	Director of Learning Year 13

- 3.4. It is the responsibility of the Headteacher to monitor both the inclusiveness of enrichment opportunities and the impact of the Designated Fund policy.
- 3.5. Any complaints about the Headteacher's administration of the policy will be dealt with through the School Complaints Procedure, which is available on the school website.

#### 4. Communication & Administration

All parents will be informed via the website and in letters, that limited resources may be available for financial support and for 16-19 students it will be publicised through the 6th form pastoral system and academic departments where it is relevant. Decisions about the fund will be made by the Headteacher in consultation with Senior and pastoral/inclusion staff.

In the case of the Pre16 Disadvantage subsidy, the complexities of the benefit system and the variations in people's circumstances make it impossible to set any objective benchmarks and school staff are not able to question the information they are given.

The 16-19 Bursary has set criteria of eligibility that is publicised in the guidance and evidence is required.

#### 5. Levels of support

Activities will be supported between 25% to 75% of the cost depending on the nature of the activity. In addition, a standard cost of £12.00 per day will be made for subsistence costs on residential activities. On day excursions/ activities, children will be provided with a packed lunch if on free school meals, otherwise they will be expected to bring their own.

Parents/guardians will be expected to cover any pocket money costs.

#### 6. Application

All requests will be treated equally. Priority will be given in the order set out in the relevant Part 2 or 3 of this document. The funds are finite, and requests will be processed in the light of available resources.

Successful applicants will be advised in writing of the level of support and the method of payment.

## PART 2 –Disadvantage Subsidy for students in Year 7-11 (pre-16)

### 7. Prioritisation of groups of students

- Who have Free School Meals.
- Who are in the care of the Local Authority.
- Who are young carers.
- Who are refugees or asylum seekers.
- Who are on the SEN Register.
- Who the school knows, through its pastoral/inclusion intelligence and monitoring, do not take part in extra-curricular or enrichment activity and/or experience financial hardship.
- Pupils where parents make a special request to the Headteacher.

### 8. School prioritisation of enrichment which will be financially supported on request

- i. Y8 Battlefields Trip.
- ii. Supporting special equipment for the Duke of Edinburgh Award scheme.
- iii. Theatre, concert and gallery visits beneficial to the syllabuses of English, Theatre Studies, Music and Art in KS4.
- iv. Contribution to transport costs for students chosen to play in house or school teams and subscription costs for the extra-curricular sport offered as part of the PE department's programme (eg., Judo).
- v. Access to vocational educational provision in KS4

### 9. Application

Parent/Carer to apply in writing, to the Headteacher, for each individual request.

## PART 3 – 16-19 Bursary

The school will administer this fund within the guidelines set out in the document 16-19 Bursary Fund Guide for the relevant year and in the spirit of the school's ethos.

Our aim will be to use the fund to the maximum benefit of students most in need to overcome financial barriers to their learning, also ensuring that core enrichment opportunities are available to all.

- a) 5% of the total allocation will be used to meet administration costs.
- b) Vulnerable Bursary

This is a set amount of £1200 per annum (which will be pro-rated where appropriate). It is earmarked for those students who fall into one of the following categories:

- Young person in care,
- Care leavers,
- Young person in receipt of Income Support (in their own name)
- Disabled young person in receipt of Employment Support Allowance & Disability Living Allowance or Personal Independence Payments. (In their own name)
- Young person in receipt of Universal Credit (in their own name)

The school may decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need and so do not need support from the scheme. For example, their financial needs are already met, and/or they have no relevant costs.

In some cases, a young person might be eligible for a bursary for vulnerable groups because they meet one or more of the criteria. However, their financial needs are already met, and/or they have no relevant costs. For example:

- A student attending specialist residential provision that covers their educational costs in full
- A student taking a distance learning programme who has no financial barriers to participation (for example, they don't have any travel costs or meal costs)
- A student in local authority care whose educational costs are covered in full by the local authority
- A student who is financial supported by their partner

A student who has been offered this bursary cannot also apply for the discretionary Bursary.

- c) Discretionary Bursary

This is an amount of money that is provided to the school for allocation to students, based on individual applications, who fall into the following categories:

- Eligibility for FSM in year 11
- Unaccompanied asylum seeker (UASC)
- Young carer not in receipt of a carer's allowance
- Parental receipt of Benefits
- Total household income of less than £25,000

#### 10. Eligibility for payment of the 16-19 Bursary

- The student must meet the criteria defined in section 2b or 2c above. Evidence of eligibility must be provided at application and on a termly basis, a copy will be retained by school. Examples of evidence are correspondence from Local Authority, Social Services, DWP, Job Centre Plus, pay slip, P60 or 3 months Universal Credit
- The Learner “must be aged under 19 at the start of the academic year in which they start their programme of study. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.”
- The Learner must be registered as a student at The Blue Coat School.
- The Learner must have achieved a minimum 90% attendance record from the date of Registration to the date of the next due payment.
- The Learner must achieve satisfactory completion of their learning goals – full attendance to lessons/exams, progress and completion of work / coursework / assignments and behaviour. Subject staff will be contacted in connection to this and future payments will be dependent on progress in these areas.

#### 11. School prioritisation of enrichment which will be financially supported on request

- i. Assistance to meet transport costs where these costs have been identified as a real barrier to a student’s participation, where the distance is further than 1 mile away from school
- ii. A one-off payment to students in September towards the cost of books and relevant equipment.
- iii. At the school’s discretion, and depending on the funds available, financial assistance may be awarded towards the cost of educational enrichment activities. The following will be given priority: theatre, concert and gallery visits beneficial to the syllabuses of English, Theatre Studies, Music and Art in Sixth Form; fieldwork for Geography, Biology and Science for students taking these subjects at A-level. Costs attributed to university visits and open days, higher level apprenticeship and employment interviews.
- iv. Financial assistance towards fees in relation to a student’s course of study, for example re-sits or UCAS
- v. Discretionary awards for other purposes in exceptional circumstances following discussion between the student and the pastoral team

## **Temporary prioritisation of enrichment for Academic Years 2019/20 & 2020/21**

Historic data shows that the main barrier to learning for sixth form students has been the travel costs associated with getting to college and the school prioritisation for the 16-19 Bursary has shown this element to incur the highest draw down of the funding.

For a period of two years from September 2019 a travel scheme has been established within Greater Manchester, Our Pass Travel Card, that provides free bus transport for 16-19year olds following a one-off administration charge.

The prioritisation of enrichment will therefore change during this period to redistribute the allocations to provide financial assistance towards the cost of:

- i. Transport for students living outside of the greater Manchester transport area.
- ii. Payment of the administration charge for the Our Pass Travel card for students living with the Greater Manchester transport area.
- iii. Educational enrichment activities\ visits beneficial to the syllabus of subjects studied.
- iv. Initial uniform purchase costs.
- v. Books and relevant equipment.
- vi. Costs attributed to university visits and open days, higher level apprenticeship and employment interviews.
- vii. Discretionary awards for other purposes in exceptional circumstances following discussion between the student and the pastoral team.

The Payment schedule for students will be as follows:

Monthly	– Transport for students living outside of the Greater Manchester transport area
October	– Our Pass Travel card & uniform contribution
Half termly	– Books & equipment payment
Nov	– Yr 13 contribution towards university visits and open days, higher level apprenticeship and employment interviews.
June	– Yr 12 contribution towards university visits and open days, higher level apprenticeship and employment interviews.

### **12. Application**

Students and their families will request funding from the 16-19 Bursary by completing the form available from the 6th form pastoral support team.

Where an award for support is made from the Bursary fund it is the responsibility of the student to inform us of changes in circumstances that may result in the support no longer being needed.

A student who feels aggrieved about how his/her request for 16 – 19 Bursary funding has been handled, should follow the school's complaints procedure.